



STORY COUNTY
invites applications for the position of:

American Rescue Plan Act (ARPA) Program Manager

SALARY: \$28.85 - \$33.65 Hourly
\$2,307.69 - \$2,692.31 Biweekly
\$5,000.00 - \$5,833.33 Monthly
\$60,000.00 - \$70,000.00 Annually

OPENING DATE: 01/25/22

CLOSING DATE: 02/08/22 05:00 PM

SUMMARY DESCRIPTION:

Performs difficult administrative work managing Story County's American Rescue Plan (ARPA) Funds Project ensuring proper administration of grants in accordance with County, State and Federal regulations balancing multiple high priority assignments and maintaining fluency of all ARPA policies and related guidance, and related work as apparent or assigned. Work is performed under the general direction of the Director of External Operation and County Services.

This is a temporary, full-time exempt position starting as soon as possible. Based on the ARPA deadline for expending funds, this position is expected to be needed through calendar year 2024 with the possibility of being extended on a full-time or part-time basis. This position will be eligible for Health Insurance and IPERS, but no other County provided benefit.

JOB DUTIES/RESPONSIBILITIES:

- Serves as the key program manager for Story County's ARPA funds by developing overall program management plan and monitoring overall program performance and effectiveness against program management plan milestones. Adjusts the plan as needed to ensure ARPA compliance and provides periodic reports (i.e. quarterly and annually) on plan progress to the Board of Supervisors.
- Develops contracts for APRA funds awarded to grantees in consultation with County staff and the Story County's Attorney's Office.
- Manages contracts related to the uses of ARPA funds including but not limited to, compliance with established milestones and timelines and timely and complete reporting from grantees; works with County staff to ensure all County policies and procedures are being followed.
- Monitors, tracks, and reviews federal and state guidelines for ongoing changes and provides timely updates to the Board of Supervisors as necessary.
- Works in cooperation with Story County Auditor and/or Assistant Auditor to meet federal reporting requirements; develops and provides reports necessary to meet reporting requirements.
- Serves as point of contact for grantee questions and public inquiries associated with ARPA funding. In collaboration with County staff, develop and implement a monitoring

system or dashboard and reporting guidelines to identify unforeseen challenges as early as possible

- Compiles, reviews, submits, and processes ARPA expenditure requests ensuring audit, fiscal, and performance compliance in accordance with County policy and procedures.
- Perform related ARPA funds management duties as assigned or apparent

QUALIFICATIONS:

Bachelor's degree with coursework in public administration, business administration or related field and considerable experience working in or with states or local governments in financial/grant program development and administration, or equivalent combination of education and experience.

E-VERIFY PROCESS:

Story County participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each applicant's Form I-9 to confirm work authorization. All candidates who are offered a position with Story County must complete Section 1 of Form I-9 along with the required proof of their right to work in the United States and proof of their identity. Please be prepared to provide required documents on the first day of employment. For additional information regarding acceptable documents for this purpose, please contact Human Resources at 515-382-7200 or go to the US Citizenship and Immigration Services web page at: <http://www.uscis.gov>.

PHYSICAL & ENVIRONMENTAL CHARACTERISTICS:

This work requires the occasional exertion of up to 25 pounds of force; work frequently sitting, speaking or hearing, using hands to finger, handle or feel and reaching with hands and arms and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling, pushing or pulling, lifting and repetitive motions; no special vision is required; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operating motor vehicles or equipment and observing general surroundings and activities. This work occasionally requires exposure to outdoor weather conditions and exposure to blood-borne pathogens which may require specialized personal protective equipment; work is generally in a moderately noisy location (e.g. business office, light traffic).

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.storycountyia.gov>

900 6th Street
Nevada, IA 50201
(515) 382-7204

awignall@storycountyia.gov

Position #ARPA2021
AMERICAN RESCUE PLAN ACT (ARPA) PROGRAM MANAGER
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